

St Augustine's Academy



Admissions Policy 2025 - 2026

Approved by:

A handwritten signature in black ink, appearing to read 'G. Hegarty', is written over a small rectangular area.

Date: 11.10.23

Last reviewed on: NA

Next review due
by: NA

'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'

Matthew 5:16



Admissions Policy 2025/2026

The Governing Body is responsible for the admission of pupils to St. Augustine's Church of England School and admits 27 pupils to Reception each September. This admission number has been agreed by the Governing Body and applies to the year 2025 - 2026.

The Local Authority (LA) operates a timetabled co-ordinated admissions procedure in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

Parents are required to make their application to the Local Authority in which they live and return their application form to that authority. Parents can also apply online using the online application system for the Local Authority in which they live. The closing date for admission application forms to be received by the LA will be 15th January 2025.

Normally all children are offered a full-time place in September but if parents so wish:

- (i) A child's start date may be deferred until later in the academic year but not beyond the date at which the child reaches compulsory school age. Summer born children are only able to defer entry until the start of the summer term.
- (ii) A child may take up a part-time place until the child reaches compulsory school age.

Summer-born children (born 1st April – 31st August)

Where a parent of a summer born child wishes their child to start school in the term following their fifth birthday, they will normally need to make an in-year application for a Year 1 place. However, if parents wish such child to be educated "out-of-year group" i.e. in the Reception Year rather than Year 1 they should discuss this with the school at the earliest opportunity before making an application in writing to the governors. Such applications will be considered on a case by case basis and in the best interests of the child. If the application is successful then any application that has already been submitted for a place in the child's correct age group may be withdrawn and a new application for a reception place can be made as part of the following year's main admission round. Parents do not have the right to appeal against a decision not to accept a deferral request.

Other requests for out of year group education

Requests should be made in writing to the Governing Body, with supporting evidence which demonstrates why the child should be educated in a different year group. Decisions will be made on a case by case basis and in the best interests of the child. There is no right of appeal against the Governing Body's refusal of an out of year group education application.

The school does not have any specific units or facilities for pupils with particular special needs. However, we do have a ground floor toilet and shower unit that is easily accessible. There are 2 KS1 classrooms and the Early Years Foundation Unit on the ground floor, and 4 KS2 classrooms on the first floor. There is also a ramp at the entrance to the playground and an electrical ramp from the Assembly Hall to the Dining Room. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

Where the last place available is offered to a first twin or a multiple birth the second twin or other siblings will be admitted as exception to the infant class size rule.

The Governors are required to admit a pupil with an Education Health and Care plan which names the school.

The Academy co-operates fully with the LA's Fair Access Protocol for children who are hard to place. The Academy will admit children under the Fair Access Protocol ahead of any children on the Continuing Interest list and over PAN if necessary.

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority.

- (i) Looked After Children and Previously Looked After Children, including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (ii) Children living in the catchment area who have siblings in the school at the time of admission. For the purpose of this policy siblings are children permanently residing at the same address and we consider our catchment area to be the Downside Estate to the south of the school and Half Moon Lane to the north-west of the school.
- (iii) Other siblings.
- (iv) Other children living in the catchment area.
- (v) Children with known special medical or social needs which only St. Augustine's Academy can meet. Written supporting evidence should be supplied, at the time of application, from a relevant professional such as, a doctor, social worker or educational psychologist.
- (vi) Children who are eligible for Pupil Premium

(vii) Any other children.

Please see definitions below.

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class. If more applications for places are received than places available then the above criteria will apply.

If over-subscription arises in any of the categories, then the deciding factor in that category will be proximity of home to school measured in a straight line, using the local authority's computerised measuring system, with those living closest to the school having highest priority. The measurement is taken from the National Land and Property Gazetteer address point of your child's home to the designated measuring point of the school (the school gate). In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Synergy Admissions database to allocate the place.

Definitions

Previously looked after children

A previously looked after child is a child who was looked after immediately before being adopted or becoming subject to a residence order or special guardianship order. A child will be considered to have been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

Sibling

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

Catchment

The catchment area is the area bounded in blue with the pin dropped in its centre shown on the attached map and which can also be viewed at

<https://my.centralbedfordshire.gov.uk/mycentralbeds.aspx>

Home address

The address used for any admission application must be the child's permanent address at the time of application.

If a child lives at more than one address because childcare arrangements are shared, the Governors will consider the address for admission purposes to be the one where the child sleeps for most of the school week (Sunday to Thursday), unless the application is supported by a copy of a Court Order stating that a different address must be used for school admission applications.

If a child lives at two different addresses equally, the application must include a copy of any Court Order which states the address to be used for school admission purposes. Where there is no such Court Order in place, parents should make a single joint application naming one address. If a joint application is not submitted, a range of evidence will be requested to enable the Governors to determine the principal parental address for school admission purposes.

Please note that applications submitted by separated parents will be subject to the same address verification checks as all other applications.

Medical or social need

The professional must be working with the child or family and the evidence must demonstrate why the Academy is the only school that can meet the child's special medical or social needs.

Pupil premium

A child is eligible for the Pupil Premium if he or she has been registered for free school meals at any point in the last 6 years. Proof of eligibility for the Pupil Premium will be required in support of applications under this criterion. Parents must provide the Academy with written consent for the disclosure of Pupil Premium eligibility information by the local authority or the child's current school.

Procedures

- Application forms can be obtained from the Central Bedfordshire Local Authority website at any time.
https://www.centralbedfordshire.gov.uk/info/5/school_admissions
- Parents who are considering applying for a place for their child are invited to contact the Principal, by telephone, to make an appointment to see the school.
- All in-year admissions are managed by Central Bedfordshire Admissions Team
https://www.centralbedfordshire.gov.uk/info/5/school_admissions
- Children are invited to make introductory visits to the school during the term before entrance.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.

Continuing Interest (Waiting) Lists

The Academy will maintain a continuing interest list for each year group until [*e.g. the end of the summer term*]. Continuing interests lists are prioritised according to the Academy's oversubscription criteria and a child's position on a list may change when further applications are received or existing applications withdrawn and the list is re-ranked.

Appeals

Parents who have been refused a place for their child have a right to appeal to an independent panel. Parents wishing to appeal should obtain an appeal form from the Local Authority. This form is available on line at https://www.centralbedfordshire.gov.uk/info/5/school_admissions/500/school_admission_appeals or ring 0300 300 8037 to request a form. The form should be sent to

reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the governors' decision not to offer a place.

Please note that a repeat application within the same academic year will not be considered by the Governors unless there has been a significant change in circumstances.



Catchment is shown by the bounded area with the pin in the centre.